21st CENTURY PROJECT
JOINT LABOR MANAGEMENT COMMITTEE
MEETING SUMMARY
OCTOBER 18, 2006

This recaps the 21st Century Project Joint Labor Management Committee (JLMC) meeting held on October 18, 2006. There were seven Bargaining Units represented at the Joint Labor Management Committee meeting. The Bargaining Units represented were: CAUSE – Unit 7; AFSCME – Unit 19; CAPT – Unit 18; CAHP – Unit 5; CASE – Unit 2; IUOE – Unit 12; and UAPD – Unit 16.

SCO began the meeting with a project update, reporting that as of October 17, 2006, all blueprint workshops were completed. Approximately 40 workshops were held, with attendance by approximately 400 department participants. Currently, the 21st Century Project is finalizing documentation from the blueprint workshops in order to present to participants the findings and results of their input. Blueprint presentation sessions will be held the week of November 6, 2006; at these sessions participants will be provided additional information to assist in establishing a foundation of SAP concepts and terminology. This foundation will better prepare them to electronically view and comment on the workshop documentation results.

Implementation of the new system will be conducted in four waves of Go-Live. During the first three waves State Civil Service employees will Go-Live, California State University employees will Go-Live with the fourth wave. The first wave is scheduled to Go-Live in January 2008.

SCO provided an understanding of the new system as it relates to the following topics:

Payroll	Processing of Overpayments, Accounts Receivables, Overtime, Specialty Pay, Bi-Weekly Pay Plan
Timekeeping	Time Entry, Points of Entry, Approval Process, Time Audit
Employment	Salary Changes, Seniority Changes, Miscellaneous Changes
Benefits	Paid Leave, Unpaid Leave, Workers Compensation, Return From Leave

The next JLMC meeting will be held November 15, 2006

<u>The following parking lot items, from the September 20, 2006, JLMC Meeting, were addressed by SCO at the October 18, 2006, JLMC meeting:</u>

Explain how departments process garnishments in the current system. At what point during the process are employees notified of the garnishment?

> SCO explained that currently, after a garnishment is served on an employee the garnishment is forwarded to the agency for processing. Personnel staff then completes documents necessary to initiate the garnishment; this documentation is then forwarded to SCO Payroll Operations for processing.

> Currently, most garnishment orders include an employee copy/notification, and some departments use their own discretion to additionally notify the employee of the forthcoming deduction. This will not change.

> SCO passed out a flowchart of the garnishment flow process as it will be in the new system.

> Fundamentally, the processing of garnishments will not change.

What is the State doing to ensure that leave balances are accurate at the time the Department is deployed to the new system?

> The SCO is aware that, at the time of deployment, leave balances should be accurate and a plan of action is necessary; however, at this time the process for ensuring accurate leave balances has not been determined.

Will there be a process where information is given to the employee to make sure their balance is correct prior to deployment?

> Please see previous question for answer. This item will remain on the parking lot for future discussion.

What ESS information will be view only and what information will have update capability?

> SCO provided a handout which described information that will be available to the employee through ESS. The timeline for ESS functionality has not been determined.

Will employee be able to view his/her service credit?

> Retirement service credit is a CalPERS determination and provided by them via an annual statement to employees. This process will remain the same unless CalPERS initiates a change in their process.

October 18, 2006 JLMC "Parking Lot" items:

- Leave balance validation plan

- ESS – view employee seniority

- Benefit enrollment verification

- Benefit enrollment prior to appointment date

- Listing of other states currently using SAP